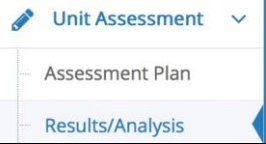
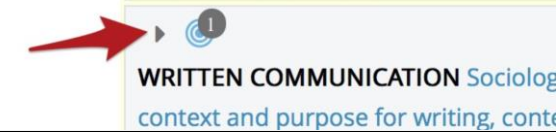


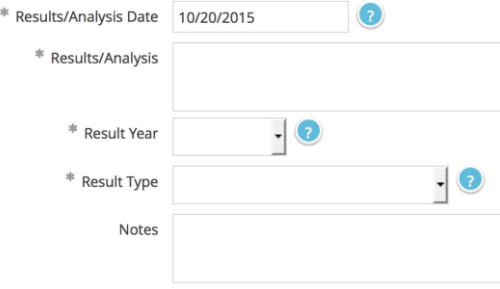


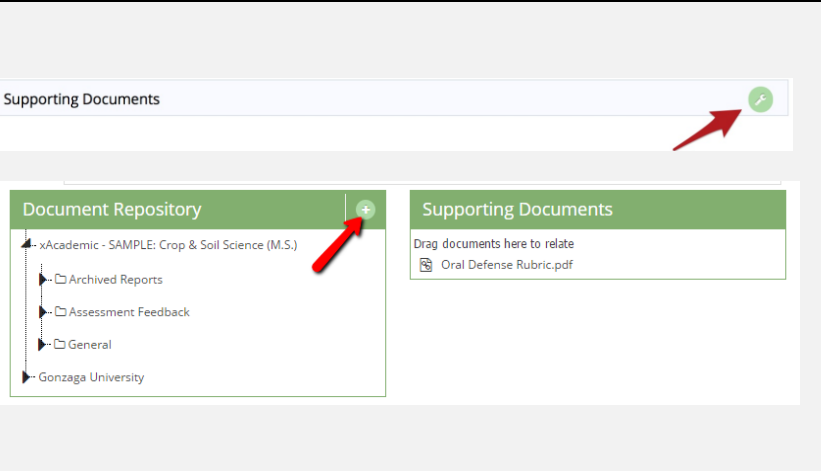


TracDat Quick Guide | Entering Results & Running Reports

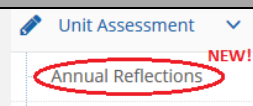



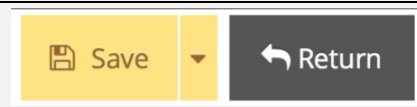
I. Log-in to TracDat

1. Go to <https://gonzaga.tracdat.com> and enter your **Gonzaga username** and **password**.
2. After entering TracDat you will see a drop-down box at the top, center of the screen that can be used to select the academic assessment unit you plan to work in.

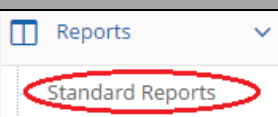
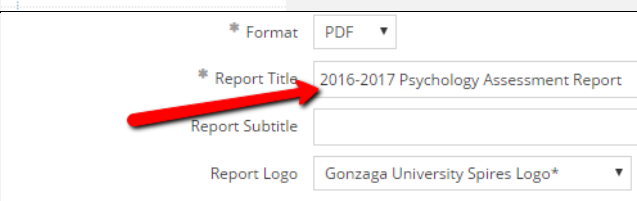
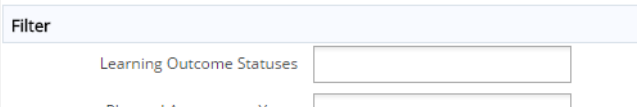
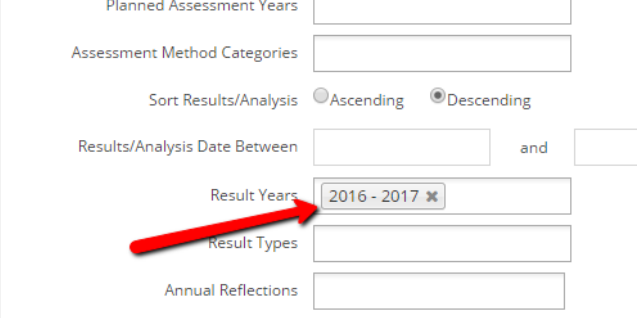
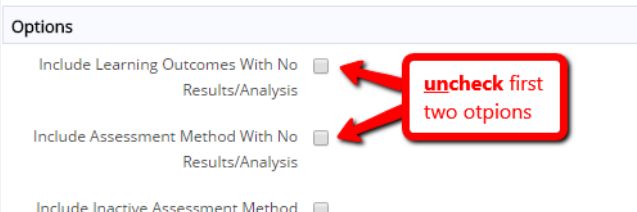
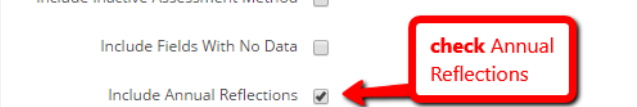
II. Enter 2016-2017 Results/Analysis and their related Actions Planned

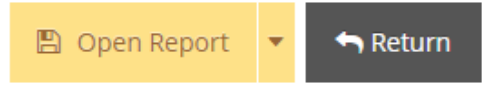
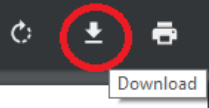
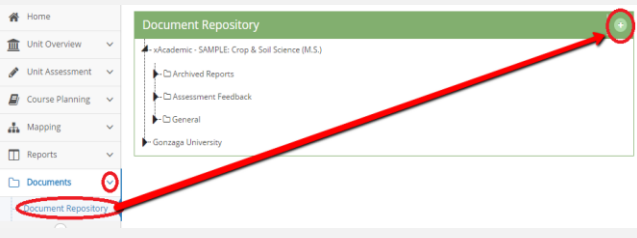
Steps to Add New Result/Analysis to a Method of Assessment:	
1. In the left-hand menu, click Unit Assessment and select Results/Analysis	
2. Click the caret next to a Learning Outcome name to open that area and view Method(s) of Assessment.	
3. Click the caret next to a Method of Assessment to open that area, view the Desired Results, and access previous results.	
4. Click the round green plus symbol to the right of the Method of Assessment for which you would like to add Results and Analysis.	
5. Enter the requested information: <ul style="list-style-type: none"> • Results/Analysis Date can be the current date or when the results were collected • Enter Results/Analysis as an 'executive summary' narrative • Result Year – select the academic year 2016-2017 from the dropdown options • Result Type (met, not met, inconclusive) 	
6. Click the Save button after information has been entered, then select the Return button to return to the full Results/Analysis page.	
7. Add Actions Planned/Taken and any Follow-ups by clicking the round green plus symbol, entering the Action(s) Planned or Taken, and any Additional Resources Needed. Be sure to click the Save button when finished.	
8. Attach any Supporting Documents (rubric results, full narratives, charts, graphs, etc.) by selecting the green wrench icon. <p>The next screen will show the Document Repository; select the green plus symbol to upload a new document. Click the Complete button to save your selections.</p> <div style="border: 1px solid green; padding: 5px; display: inline-block; margin-top: 10px;">Complete</div>	

III. Enter an Annual Reflection

Add New Annual Reflections:	
1. In the left-hand menu, click Unit Assessment and select Annual Reflections	
2. Click the green plus symbol to the right of Annual Reflections.	
3. Select the Academic Year from the drop down menu.	
4. Enter your Reflection as broad, reflective thoughts on your comprehensive assessment plan, results, and activities. Overall, how did things go this year? In general, what did you learn from your assessment data this year? Are you beginning to see trends that are leading to overarching program changes?	
5. Click the Save button after information has been entered, then click the Return button to return to the full Annual Reflections page.	

IV. Run the Assessment Report, Save it in your Documents Repository

Add New Annual Reflections:	
1. In the left-hand menu, click Reports and select Standard Reports	
2. Select Assessment Report from the list of reports	
3. Rename the Report Title to include the academic year and the department/program name	
4. Select the Result Year : 2016-2017	
5. Uncheck first two options boxes (because we only want to include outcomes with results/analysis for your final report submission)	
6. Check the options box to include Annual Reflections	

7. Click the Open Report button. The report will open in a new tab.	
8. If report looks correct, then <i>download and save</i> the PDF to your computer directly from your internet browser (usually <i>download</i> will be an arrow icon in the top right corner or your internet browser).	
9. Upload the report to your Document Repository: <ul style="list-style-type: none"> • In the left-hand menu, click Documents and select Document Repository • Click the green plus symbol at right to upload the report • Place it in the Assessment Committee Feedback folder (this is where the Committee will access it to provide feedback) • Click in box that reads “Click to browse for files” • Select the report from your computer drive, and then click the yellow Save button 	
<p>Tip: When uploading documents related to your department’s assessment work, try to be as descriptive and complete as possible with the filenames and descriptions. The description text will not show in the final reports, but will help your department stay organized in TracDat as the information grows over time. When reports are run in TracDat, the filenames become clickable hyperlinks to those documents, and explanatory text will be clearer to the people reading the reports. Examples:</p> <p style="text-align: center;">11-12.Rubric.578823.docx versus 2011-2012_Senior_Thesis_Rubric.docx</p>	

TracDat Support

Gonzaga’s ATAS office is here to help!

Please do not hesitate to contact us for assistance or training as often as you need. We know you will only use this program a couple times a year, and it’s not always easy to remember the step-by-step processes.

Jenn Klein & Brenda Warrington

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